



70TH INTELLIGENCE WING

Supplement 1

9 AUGUST 2002

Operations

**STATUS OF RESOURCES AND TRAINING
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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AFI 10-201, 8 January 2002, is supplemented as follows and provides procedures for those areas listed in AFI 10-201, *Status of Resources and Training System*. This supplement is applicable to all 70 IW units required to report Status of Resources and Training System (SORTS). This publication does not apply to the ANG or AFRES.

1.9.1. (Added) Annual Designed Operational Capability (DOC) statement reviews are to be submitted via official genser message. Squadrons are to conduct reviews with their Group counterpart. Groups are to submit changes annually by 1 Feb to 70 IW/XP, info HQ AIA/DOXX.

1.16.2.7. (Added) 70 IW SORTS Managers will be appointed by letter. Letter will be updated when changes occur. At a minimum, this letter will include the following information for the primary and alternate SORTS managers: name, rank, social security number (SSN), clearance, duty phone, and office symbol.

1.16.2.8. (Added) 70 IW SORTS Managers will:

1.16.2.8.1. (Added) Provide 70 IW/CC and staff briefings on status of subordinate measured units as required and requested.

1.16.2.8.2. (Added) Conduct and document continuing and refresher training during semi-annual staff assistance visits and SORTS training sessions.

1.16.2.8.3. (Added) Conduct semi-annual Staff Assistance Visits (SAV) for each 70 IW SORTS reporting unit.

1.16.2.8.4. (Added) Distribute all applicable SORTS guidance to Unit SORTS Monitors (USM) for coordination or action, as appropriate.

1.16.2.9. (Added) Develop and maintain a continuity folder. The folder must contain (or cross reference), at a minimum:

1.16.2.9.1. (Added) Letter of Appointment signed by the Commander.

1.16.2.9.2. (Added) Training documentation.

1.16.2.9.3. (Added) Current Designed Operational Capability (DOC) Statement and review process.

1.16.2.9.4. (Added) Training Plan (as required).

1.16.2.9.5. (Added) How-to instructions.

1.16.2.9.6. (Added) AFI 10-201 and supplements.

1.16.3. (Added) Group Commander:

1.16.3.1. (Added) Appoint a primary and alternate SORTS monitor to provide oversight on reporting of subordinate units.

1.16.3.2. (Added) Ensure SORTS monitors attend a SORTS Data Handler's Course upon appointment and attend yearly refreshers to ensure unit programs operate within guidelines.

1.16.3.3. (Added) Ensure SAVs are conducted on subordinate reporting units. (Minimum, one per calendar year).

1.16.4. (Added) Group SORTS Monitor:

1.16.4.1. (Added) Monitor all SORTS reporting, including quality control of reports for subordinate units.

1.16.4.2. (Added) Conduct Staff Assistance Visits.

1.16.4.3. (Added) Keep Commander informed of trends affecting timeliness, accuracy of reports and C-Level changes.

1.16.4.4. (Added) Develop and maintain a continuity folder. The folder must contain (or cross reference), at a minimum:

1.16.4.4.1. (Added) Letter of Appointment signed by the Commander.

1.16.4.4.2. (Added) Training Documentation.

1.16.4.4.3. (Added) Current Designed Operational Capability (DOC) Statement and review process.

1.16.4.4.4. (Added) Training Plan (as required)

1.16.4.4.5. (Added) How-to instruction.

1.16.4.4.6. (Added) AFI 10-201 and supplements.

1.17.2.6. (Added) USMs will be appointed by letter. Letter will be updated when changes occur. At a minimum, this letter will include the following information for the primary and alternate SORTS managers: Name, Rank, SSN, Clearance, Duty Phone, and Office Symbol.

1.17.2.7. (Added) Maintain a continuity book to aid in the indoctrination of new SORTS monitors as they are appointed. The continuity folder must contain (or cross reference), at a minimum:

1.17.2.7.1. (Added) A copy of the unit's current DOC statement.

1.17.2.7.2. (Added) A copy of the unit's most recent SORTS submission.

1.17.2.7.3. (Added) Comprehensive instructions on how to prepare the SORTS report (worksheets), including the sources for the information.

1.17.2.7.4. (Added) A copy of the unit's SORTS monitor appointment letter.

1.17.2.7.5. (Added) Unit monitor training documentation.

1.17.2.7.6. (Added) AFI 10-201 and supplements.

1.17.2.8. (Added) Ensure the unit commander reviews SORTS DOC statements annually, as changes occur and within 30 days of assuming command.

2.4.5. (Added) The reporting cycle remains the 25th and 26th of each month. If either day falls on a weekend or holiday, the report date then becomes the first duty day after the weekend or holiday. Reporting centers are to provide easy read reports to 70 IW/XP at least two duty days prior to the reporting cycle due date. 70 IW/XP will brief the wing commander and provide comments/concurrence to the reporting unit in time to meet the reporting cycle suspense.

Abbreviations and Acronyms (Added)

DOC—Designed Operational Capability

SAV—Staff Assistance Visit

SORTS—Status of Resources and Training System

SSN—Social Security Number

USM—Unit SORTS Monitors

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